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ABSTRACT

The purpose of this guidebook is to give students, parents, and teachers some direction in helping middle and high school students find employment during their secondary school years. Suggestions for specific jobs where employers are sensitive to the needs of students who have experienced learning disabilities are made. Sources of information about finding jobs are listed and the role of the school counselor is emphasized. The guide also gives advice on completing employment forms along with samples. The basic rules of keeping a job are discussed, including being on time, dressing properly, following directions and rules, and having the appropriate credentials. A self-rating scale for job preparation skills is also included. (JAC)

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JOB PREPARATION SELECTION PERFORMANCE RETENTION

A Guidebook for Middle and High School Students with Special Needs

Marvin L. Simm, Ph.D.
Consultant Editor

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JOB SELECTION * JOB APPLICATION * JOB RETENTION

A guidebook for Middle and High School Students with Special Needs

Funded through:

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Joseph F. Kelly, Ed.D. Director

Serving:

The Central Burlington County Region for Special Education

* Florence Township Memorial High School
* Roebling Middle School
* Rancocas Valley Regional High School
* Burlington City High School
* Ridgway Middle School, Edgewater Park
* Watts Middle School, Burlington
* Burlington Township High School
* Hopkins Middle School, Burlington

Project Consultant: Martin L. Stamm, Ph.D.
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This guidebook is the third of a series developed to help the student with special needs apply for a job. Book #1, Career Assessment Guidelines for Middle and High School Students with Special Needs provides an assessment packet to assist the classroom teacher and school guidance counselor in reviewing the vocationals and career interests and potential of middle and high school students that have been classifed by the Child Study Team as "Special Education Students." Book #2, Guidelines for Parents and Teachers Implementing Educational and Career Plans for Exceptional Children, provides a dictionary of psychological terms commonly used in Child Study Team reports to help teachers and parents understand the specific learning problems of their students/children. Included also is an assessment model illustrating techniques for placement of Special Education Students in curriculum choices appropriate for their level of ability and interests. Staff selection and mainstreaming considerations are also presented.

Upon completion of assessment and placement, the student is ready for part-time employment. This booklet will provide the teacher, parent and student with details regarding application, selection and retention of a job. These booklets should become the possession of the student and he/she should be encouraged to keep notes within it as well as records of applications and job offers. It is specifically designed to meet the needs of students who are residents of the State of New Jersey.

Additional copies can be obtained by contacting

The Central Burlington County Region for Special Education
c/o Westampton School
Mt. Holly, New Jersey 08060

SECTION A

INTRODUCTION TO "JOB SEARCH"

INTRODUCTION

It is a natural desire for individuals to feel productive and of value. In addition, in our society there is a need to have money in order to acquire those things you feel you need to survive, to be independent, to explore new things and to enjoy the products produced by others. It is not possible to grow or manufacture all we need by ourselves. So in the cooperative effort to produce life's necessities and pleasures, each person contributes to the extent of his abilities and skills.

When seeking employment, therefore, it is important to be able to offer skills to your employer. Often these skills, in the first job you seek, are no more than enthusiasm, willingness to learn, good health and a sense of responsibility. Once you realize the importance of these four assets you are well on your way to success.

After you have decided you want to work, it is helpful to be prepared with knowledge concerning completing applications, knowing answers to common questions, being familiar with forms you need to qualify for employment and knowing what to expect and how to respond to an interview.

This booklet provides all the above information for students, teachers and parents. In addition, it is constructed so that individuals can add information such as contact persons, jobs available and local and community sources of information as this occurs in job contacts. One section of this booklet provides a list of local contacts to provide you with some direction for placement in the Burlington County area within the Central Burlington County Region for Special Education districts.

The purpose of this guidebook is to give students, parents and teachers some direction in helping the student find employment during the secondary school years. It specifically identifies job sites that are sensitive to the needs of students who have experienced learning disabilities in their school community. It is designed to be open-ended and on-going providing space for expansion, updating and personal notes.

SECTION B

KNOW YOUR SCHOOL COUNSELOR

KNOW YOUR SCHOOL COUNSELOR

It is important to spend time with your school counselor. Counselors are specially trained to help you learn more about yourself - your strengths and weaknesses, your interests and abilities, and how these traits are related to work opportunities you can handle. Your counselor will help you plan your school work around those things you do well. This is an important step. A good motto is "KNOW YOUR SCHOOL COUNSELOR AND HELP THIS PERSON KNOW YOU."

Spending some time with your counselor makes good sense and will pay dividends.

School counseling hours _____

Location of counseling office _____

Counselors in this school are assigned to students in the following manner: (alphbetically, by grade levels, other)

_____

_____

SECTION C

HOW TO APPLY FOR A JOB.

HOW TO APPLY FOR A JOB

There are many sources available that will help you find out about jobs. Several of these include:

- your school counselor
- the State Employment Service
- an employment agency
- the actual shop or industry in your community
- Vocational Rehabilitation Office
- Good Will Industry
- Youth Employment Service
- School Placement Office
- Your local newspaper want ad section

The most important thing for you to do is find out your interests and your talents. This can be done by taking an Interest Inventory or reviewing your work in school with your counselor. This will help you narrow down the areas in which to start. It is important to remember that whatever you choose for your first job is not necessarily the job you will be doing for the rest of your life. Trying different jobs while you are still in school is helpful in aiding you in making important job decisions in later life. Plan your school course work so that you are learning skills which will help you develop your abilities and interests. Your counselor will help you with your educational and vocational plans. Therefore your first step in finding a job is to know as much about yourself and your interest as you can. Second, look into the places mentioned above and watch for advertisements of jobs that you see in your daily newspaper. When you have found a job that interests you, it is helpful to follow these steps.

1. Obtain all the necessary identification papers you will need (See Section on Forms and Guidelines)

2. Either write or call the office or person in charge expressing your interest in the job and requesting an interview or application.

3. Be prepared to meet that person at the time they find convenient. It is important that you show that you consider the application for this job important and therefore will be prompt and reliable about your appointment for the interview.

4. Be sure that you have neat and clean clothing to wear to the interview. It is not necessary that you wear the latest fashions but rather to look as if you care about yourself.

5. Complete all forms sent to you (See Section on Forms and Guidelines) and if you are asked to fill out a form or take a test while at the interview, be sure that you write neatly and answer all questions as briefly as you can. If you do not understand a question, ask the person in the room with you. It shows that you are interested in doing a good job.

6. Speak plainly and clearly to the person interviewing you. Don't mumble or look down at your lap so that the person cannot see your facial experessions. Never interrupt the conversation of the person talking to you.

7. Respond only to the questions of the person interviewing you. Do not talk about other people or anything except in response to questions asked by your interviewer. Be a good listener and respond to what is being asked.

8. Be prepared to answer certain questions that will include:

a. your full name

b. your address and telephone number

c. your parent's name

d. your age and date of birth

e. where and when you went to school or where you are now going to school

f. where you have worked before

g. what kind of work you think you can do

SECTION D

FORMS AND GUIDELINES

FORMS AND GUIDELINES

When you apply for a job, you will need certain papers to tell who you are. You will also need to be able to complete your job appplication forms. This section of this guidebook gives you some examples of the forms you will need to complete or send for. It would be a great idea to fill these samples out now and practice so you will be prepared with the information you need at the time of your interview. It is also important that you send for the identification forms you need if you do not have copies at home. Such forms would be your social security card, your birth certificate and your working papers, if you have a promise of employment.

BIRTH CERTIFICATE

If you cannot locate your birth certificate you should send for a copy of one. It takes four to six weeks for a response so allow yourself time. You can obtain your certificate from the Bureau of Vital Statistics located in the city in which you were born. When you request a copy, be sure to give your full name, the full name of your parents and the date and place of your birth. There is usually a fee for this service so it is helpful to send a check for $2.00 along with your request. If there is an additional charge, have them bill you.

SOCIAL SECURITY CARD

If you do not already have a social security number, it will be necessary for you to obtain one before you can accept a job. In order to do this, you must go to the Social Security Office in your area. The Burlington County Office can be reached by calling the toll free number, 800-272-1111. The office is located at the Lumberton Shopping Center on Route 38, Mt. Holly. It is open from 9:00 a.m. to 5:00 p.m.

FORM B is a sample of the form that you will have to complete in order to receive your permanent social security card. Once this form is completed it will be processed and you will receive your social security card in the mail. (FORM C) This card is used throughout your life to identify you and verify many benefits that are due you in later life. When you go to your Social Security Office, you must have an original birth certificate (zero copies will not be accepted), and proof of identification such as a library card or a School I.D. card. Be sure to sign your social security card on the proper line. Your signature must be written, not printed. If you are a girl, when you marry, you should contact the Social Security Office so that your new name can be officially placed on your card. You will keep this number all your life.

There are many other forms that you will need to complete. Illustrations are provided on the following pages. If you practice on these forms it will be helpful. These forms are all necessary when applying for employment. It is unlawful for someone under eighteen (minor) to work without employment papers. You may obtain these forms from your Middle School, Jr. High School or High School office.

APPLICATION FOR SOCIAL SECURITY ACCOUNT NUMBER
(Or Replacement of Lost Card)

Information Furnished On This Form Is CONFIDENTIAL

DO NOT WRITE IN THE ABOVE SPACE

Read Instructions on Back Before Filling in Form. Print in Dark Ink or Use Typewriter.

1 Print FULL NAME YOU USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial) (If none, draw line) (Last Name)

2 Print FULL NAME GIVEN YOU AT BIRTH

3 DATE OF BIRTH (Month) (Day) (Year)

4 PLACE OF BIRTH (City) (County) (State)

5 AGE ON LAST BIRTHDAY

6 SEX MALE ☐ FEMALE ☐

7 COLOR OR RACE WHITE ☐ NEGRO ☐ OTHER ☐

8 MOTHER'S FULL NAME AT HER BIRTH

9 FATHER'S FULL NAME (Regardless of whether living or dead)

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A SOCIAL SECURITY OR RAILROAD RETIREMENT NUMBER? YES ☐ NO ☐ DON'T KNOW ☐

IF ANSWER IS "YES," PRINT THE STATE IN WHICH YOU FIRST APPLIED AND WHEN (State) (Date)

PRINT YOUR ACCOUNT NUMBER IF YOU KNOW IT (Account Number)

11 ARE YOU NOW EMPLOYED ☐ SELF-EMPLOYED ☐ UNEMPLOYED ☐

12 MAILING ADDRESS (Number and Street) (City) (Zone) (State)

13 TODAY'S DATE

14 WRITE YOUR NAME AS YOU USUALLY WRITE IT (Do Not Print or Type — Use Dark Ink)

TREASURY — INTERNAL REVENUE SERVICE
Form SS-5 (Rev. 3-61)

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION DISTRICT OFFICE

INSTRUCTIONS

It is important that you fill in this form completely. If the information called for in any item is not known, write "Unknown." Print legibly in dark ink or use typewriter.

One Account Number Is All You Ever Need

1. Your account number card will be issued in the name shown in item 1, unless you wish to have it issued in the name shown in item 2. If you want your Account Number Card to bear the name shown in item 2, attach a signed request to this form.

4. If foreign-born, enter the name of the country in which you were born, in space provided for State.

5. Be sure your age is correctly stated in accordance with the date of birth shown in item 3.

10. If you have ever before applied for or had a social security or railroad retirement number, be sure to mark "Yes" in item 10. If you are not certain that you have had a social security number, mark "Don't Know." If you have asked for a number before, write the name of the State in which you asked for it. Also, write the date on which you asked for it. Be sure to write your number if you know it.

IT IS IMPORTANT THAT ALL PARTS OF ITEM 10 BE COMPLETED

12. If you get your mail at a city, write the street number and name and postal zone number, if in the country, the R.F.D. route and box number, if at the post office, the P.O. box number. If there is no such way of showing your mail address, show the town or post office name.

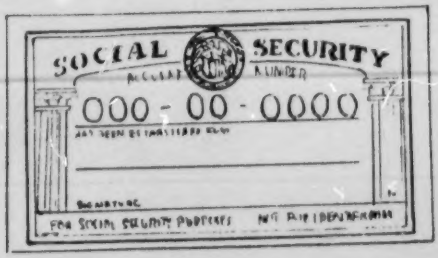
14. Sign your name as you usually write. Do not print unless that is your usual way of signing. If you are unable to sign your name, you should make your mark (an X) on left side of the line provided for signature, in the presence of two witnesses who can write. If possible, the witnesses should be persons who work with you. Both witnesses must sign their names in the remainder of the space provided for signature.

U.S. GOVERNMENT PRINTING OFFICE: 1961 OF—882166

FOR DISTRICT OFFICE USE

FOR DIVISION OF ACCOUNTING OPERATIONS USE

FORM B



FORM C

This form is filled out by your employer who intend to employ you after you obtain all your working papers.

A-90b
VDE 603-47 (4-74)

DEPARTMENT OF EDUCATION
STATE OF NEW JERSEY

PROMISE OF EMPLOYMENT

(COMPLIANCE WITH CHAPTER 153 P. L. 1940)

_____ 19__

To the Certificate Issuing Officer
Dear Sir

I intend to employ

(NAME OF MINOR)

as _____
(SPECIFIC NATURE OF OCCUPATION)

in _____ Liquor (is) _____ (is not) _____ sold
(TYPE OF INDUSTRY OR BUSINESS)

If you sell liquor for consumption on the premises, either answer the following two questions, or attach a photostatic copy of the application of the Alcoholic Beverage Control Division, Department of Law and Public Safety, to the promise of employment slip.

The entire building constitutes the licensed premises. Yes _____ or No _____

a. If not, specify in detail on reverse of this form the floors and rooms which constitute or will constitute the licensed premises where alcoholic beverages are or will be sold, served or stored.

b. Specify what grounds, if any, adjacent to the above premises are or will be part of the licensed premises where alcoholic beverages are or will be sold, served or stored.

Specify number of hours per day and each day minor is to work

Mon _____ Tues _____ Wed _____ Thur _____ Fri _____ Sat _____ Sun _____ Total Hrs. Weekly _____

at $ _____ wages per hour (or $ _____ per week), if an employment certificate is issued

_____
(NAME AND ADDRESS OF EMPLOYER)

_____
(SIGNATURE OF EMPLOYER OR AUTHORIZED AGENT)

FORM D

This Age Certificate Form is sometimes required to be completed if you are between 18 and 21.

Certificate No. _____

DEPARTMENT OF EDUCATION
STATE OF NEW JERSEY

AGE CERTIFICATE

(Issued upon request to persons 18 to 21 years of age)

This certifies that _____ (Name of Minor) who resides at _____ (Street address) _____ (City, borough or township) New Jersey, and whose signature appears below, was born in _____ (City, borough, township) _____ (County) _____ (State) on the _____ day of _____ 19____ as shown by _____ (Kind of proof of age)

Description:

Age _____ Sex _____ Height _____ Weight _____

Color: Hair _____ Eyes _____ Distinguishing facial marks _____

Dated at _____, New Jersey, this _____ day of _____, 19____

_____ (Signature of minor)

_____ (Signature of Issuing Officer)

School District of _____

_____ (Mailing address of Issuing Officer)

County of _____

Form A-90—7-18-83—1M Pads

FORM E

16

This Physical Examination will be supplied by the school as required by law.

AS6c
NJDE 603-48 (4/74)

DEPARTMENT OF EDUCATION
STATE OF NEW JERSEY

PHYSICIAN'S CERTIFICATE OF PHYSICAL FITNESS OF MINOR
APPLYING FOR EMPLOYMENT CERTIFICATE

Date _____, 19____

I certify that I have examined (Name) _____ who has applied to work as
(Address) _____
(Occupation) _____ and find his condition as indicated below:

Evidence upon which physical fitness is based _____

	Normal	Abnormal-Specify
Skin		
Eyes		
Ears		
Nose		
Throat		
Teeth		
Heart		
Lungs		
Abdomen		
Nutrition		
Nervous System		
Hernia		
Orthopedic Defects (Specify)		

Height _____ Weight _____

In my opinion the above named minor
(1) _____ physically fit for employment in occupations permitted by the New Jersey Child Labor
[Insert "is" or "is not"]
Law for minors under 18.
(2) is physically fit for employment in such occupations with the following limitations:
(Specify) _____

[Signature of Medical Inspector] _____
School District of _____ County of _____

FORM F

This form will be completed by the school for employment while you are attending school whether it is during the school year or summer vacation.

DEPARTMENT OF EDUCATION
STATE OF NEW JERSEY

SCHOOL RECORD
FOR
Employment under Chapter 153, P.L. 1940

This is to certify that _____ residing at
(Name of Minor)
_____ who was born on _____ has
(Address of Minor) *(Date of Birth)*
completed the work of the _____ grade in the _____
(School last attended)
in the school district of _____ county of _____

_____
(Signature of Principal)

ADDITIONAL STATEMENT TO BE SIGNED WHEN MINOR WORKS OUTSIDE SCHOOL HOURS ON DAYS WHEN SCHOOL IS IN SESSION

To the best of my knowledge the above named minor can do the work proposed by the promise of employment without impairment of his or her progress in school.

_____
(Signature of Principal)

AS6a
NJDE 603-52 (4/74)

FORM G

The Application for Special Agricultural Permit (FORM H) must be completed if you are under 16 year of age. Your parent completes the top part and the school the lower half. You will need your birth certificate to receive this.

KEEP FOR YOUR FILES

DEPARTMENT OF EDUCATION
STATE OF NEW JERSEY
APPLICATION FOR SPECIAL AGRICULTURAL PERMIT

TO ISSUING OFFICER

I hereby make application for a Special Agricultural Permit, permitting my child to work outside school hours and during school vacations.

Name of Child _____ Address of Child _____

Name of School _____ Location of School _____

Grade Completed _____ Age _____ Date of Birth Month _____ Day _____ Year _____

Place of Birth _____
(City, Borough or Township) (County) (State)

Father's Name _____ or Guardian's Name _____

Type of work child will do _____

How's Child will work _____ Wages _____

_____
(Signature of Parent or Guardian)

INFORMATION TO BE FILLED IN BY ISSUING OFFICER

SPECIAL AGRICULTURAL PERMIT

No. of Permit _____

For Work Outside School Hours & During Vacation

GOOD FROM _____ TO _____

Name _____ Home Address _____

Birth date _____ Proof of Age _____
Month Day Year

Description: Age _____ Sex _____ Height _____ Weight _____

_____
(Signature of Child)

_____ _____
(Mailing Address of Issuing Officer) (Signature of Issuing Officer)

School District of _____ County of _____

Permit previously issued _____ Date _____

Form Approved 63

FORM H

This Special Agriculture Permit will then be provided you by your school and will be valid for one-half of a year without renewal even if you change your job.

DEPARTMENT OF EDUCATION
STATE OF NEW JERSEY
SPECIAL AGRICULTURAL PERMIT
For Work Outside School Hours and During Vacation

GOOD FROM _____ Mo. Day Yr. TO _____ Mo. Day Yr.

Name _____ Age _____

Home Address _____

Birth Date _____ Proof of Age _____
Month Day Year

Description Sex _____ Height _____ Weight _____

_____ _____
Signature of Child Signature of Issuing Officer

School District of _____ County of _____

Permit previously issued _____ Date _____
Form Approved 63 Month Day Year

FORM I

The Regular Employment Certificate (FORM J is issued to persons not attending school between the ages of 16 and 18.

Form A999 SEND TO EMPLOYER

DEPARTMENT OF EDUCATION
STATE OF NEW JERSEY

No.

REGULAR EMPLOYMENT CERTIFICATE

Issued for employment of minors between 16 and 18 years of age in any occupation except work in agriculture and prohibited hazardous occupations

This certificate authorizes the employment of _____ (Name of Minor)

_____ by _____
(Address of Minor) (Name of Employer)

_____ in _____
(Address of Employer) (Industry or Business)

(Occupation) for the hours permitted by law.

Date of birth _____ Age _____ Proof of Age (Specify) _____

Place of Birth _____ Physician's Certificate obtained _____
(City, Borough, Township) (County) (State)

Grade Completed _____ If limited, specify _____

Description:

Sex _____ Color Hair _____ Eyes _____ Height _____

Weight _____ Hes. Distinguishing facial mark _____

_____ _____
(Name of Parent or Legal Guardian) (Address of Parent or Legal Guardian)

_____
(Signature of Minor)

This is to certify that I have examined, approved and filed the papers required by Chapter 153, Laws of 1940, and that the minor has signed this certificate in my presence.

_____
(Signature of Issuing Officer)

_____ _____
(Name of Issuer) (Mailing Address of Issuing Officer)

In the School District of _____ County of _____

Certificate previously issued _____ Date _____

FORM J

EMPLOYMENT APPLICATION

Please answer each question on both sides of this application fully and accurately.

Date _____

NAME _____ Last _____ First _____ Middle _____

ADDRESS _____ No. _____ Street _____ City _____ State _____

Phone No. _____ Social Security No. _____ Veteran—Yes _____ No. _____

Male or Female _____ Age _____ Height _____ Weight _____

Date of Birth _____ Month _____ Day _____ Year _____ Place of Birth _____ City _____ State _____

Married (Yes or No) _____ No. of Children Under 18 Years of Age _____ No. of Other Dependents _____ Citizen of U.S.A.? _____

Father's Name _____ Father's Birthplace _____ City _____ State _____ Is He Living? _____

Mother's Name _____ Mother's Birthplace _____ City _____ State _____ Is She Living? _____

Married Men Should Give the Following Information
Wife's Full Name _____ Birthplace _____
Wife's Place of Employment _____

Married Women Should Give the Following Information
Husband's Full Name _____ Birthplace _____
Husband's Place of Employment _____

EDUCATION

	Name of School	How Long Attended	Year Graduated	Course or Degree
Grade School				
Senior High School				
College				
Business or Correspondence School				
Other Training				

Have You Ever Had Heart Trouble _____ Have You Seen a Doctor Lately: _____

Have You Had An Operation _____ What _____ When _____ Dr. _____

Describe Any Physical Defects _____ Right Or Left Handed _____

Kind of Work Desired _____

Have You Been Employed Here Before (Yes or No) _____ If So In What Dept. _____ Have You Filed An Application With Us Before (Yes or No) _____

What Is Your Highest Skill _____

See Other Side

Can you work second shift? _____

Do Not Write Below This Line

Interviewed By: _____ Date: _____ Hour: _____

References Checked By: _____ Starting Rate: _____ Starting Date: _____

Occupation: _____ Dept.: _____ Clock No.: _____

FORM J

There are many other forms to be completed when applying for a job. Even part-time jobs require the completion of applications. If you know the answers to questions about your own background before you are asked to fill in these forms, you will find that helpful. Perhaps you can practice on the forms within this booklet so that you will be prepared.

Add on this page any forms that you need within your own state. Try to get copies of these forms so you will be prepared when you need them.

Types of forms that are used in my County and State

SECTION E

HOW TO KEEP A JOB.

21

HOW TO KEEP A JOB

When you have agreed to a specific job it is important that you remember some basic rules. This will help you keep your job and have a pleasanter relationship with your employer.

1) Plan the time it will take you to get to work on time. This includes knowing the bus schedule if you plan to use a bus or knowing how long it will take you to walk if this is possible. If you plan to drive, be sure you know where you will be able to park and how long it will take you to get where you want to go.

2) Prepare to dress appropriately for your job. During your interview you will find out whether you are to wear work clothes or office clothes. Often you are required to purchase a uniform. Be sure you know exactly what this means so that you do not spend money unnecessarily.

3) Expect to follow directions. You will have a person assigned to manage your work. This person is usually called your "boss". It is important that you listen carefully so that you don't have to ask the same questions over and over again. When you do this, your Boss will assume that you cannot learn to do the job on your own. You must try to do things on your own and work steadily at the job to which you are assigned. You should make every effort to keep the materials, tools or office equipment in good order by putting it in its proper place and following the directions for good maintenance. There are things you will be asked to do that you will not like, but you should do them anyway and learn as much as you can about the job. Be friendly with your co-workers but do not expect them to do your job just because you are new at it. Try to learn as much as you can for it will help you understand how your job is part of the entire setting of your company or office.

4) Find out about and follow the rules of your place of employment. This includes knowing about time breaks and lunch hours, when you get paid and where to get your pay, rules about overtime and special work assignments, rules about sick leave and vacations and who the person is to whom you are directly responsible. Following these rules, eventhough some people who work with you do not, will be helpful in establishing a good reputation as a worker. Work is not like school for when you do not do your homework, the teacher will mention it to you or lower your grade and usually give you many chances to improve. In a job, you are competing against many people who will be glad to take over your work so your lack of responsibility will influence your promotion or continuation of the job. You can be replaced by someone who can be depended upon to give the company or office a full days work. Being responsible and reliable is very important.

5) Be sure that your credentials are correct. Do not lie about your age, experience or the requirements of the job. If you can only work during the summer, don't pretend that you are looking for a full-time job and then leave at the end of the summer. The company may spend a great deal of time and money training you for a full time job and just when you will be prepared to serve them, you will be leaving. This is unfair to your employer.

Keeping a job depends on your interest, your abilities, and sincere desire to do your best. This will make the experience rewarding for you and helpful to your employer. Each job you have contributes additional experience for you to use when you apply for your next job. Use this experience well and you will quickly move up the latter of success.

SECTION F

CURRENT JOB CONTACTS

CURRENT JOB CONTACT

During the past summers, many boys and girls in middle and senior high school in Burlington County, have had jobs. Following are lists of places where they were able to get summer and part-time employment. Also noted are the kind of jobs they held and the contact number you can call to inquire about positions available. You can also look in your local paper for jobs open to persons your age.

Arco Station - Dan's.	499-0475
Agway Gas Station - maintenance -	267-0800
Burlington Community Development Program - office jobs -	267-6326
Burlington Co. Maintenance Garage - Nick Catone - mechanical -	261-1914
Burlington Co Historical Society - Rebecca Simon- maintenance	386-4773
Burlington Co. Memorial Hospital- Theresa Offal - aides	267-0700
Burlington Co. Office of Aging Outreach - maintenance - office	877-4177
Burlington County Library - Florence Nutt- library page	267-9660
Burlington Co. Museum - Jean Wells - entry jobs	267-2104
Car Wash local facilities Rt. 541, Mt. Holly - no phone.	
Bob White Florist , Mt. Holly -	267-2700
Children's Home of Burlington County - Mr. Holmes, Personnel	267-1550
Grace's Greenery- Rancocas - helper	877-8127
Gregory's- Stock boy- Driver	276-1027
Matsons Super Market - stock boy	386-1607
McDonald's , Rt. 541, Mt. Holly	267-8544
McGuire Air Force Base, Wrightstown, Mrs. Lewis - office work clerical, labor, custodial, mess attendents	724-4282
Park Manintenance CETA	261-0221
Rancocas Nature Center, maintenance, construction	261-2495
Rancocas Valley Hospital, Donna Wicker, Personnel, aides, office	877-6000
Sal's Pizza - general help	267-3297
School Maintenance - all districts - through CETA -	261-0221
Watts Corp, Bordentown, N.J. -electrical work -	298-2510
Sunnyside Dairy Farms - maintenance- clerk -	267-6729
Washington House - maintenance- salad maker, kitchen	267-1394
YMCA Camp -ssist. counselor- maintenance	654-8225
Warehouse-Fork - lift operator - contact Don Calu-	267-9238

Add here any jobs you feel would be interesting that you see advertised in your local paper. You will find job listings also available in your school guidance office.

SECTION G

SELF- RATING SCALE

SELF RATING SCALE

This is a check off list to see how well you are doing in preparing for and doing a job. Check yes or no and rate yourself. Then review your answers to see if you need more information to help you in your job search.

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YES	NO	QUESTION
____	____	1. Am I able to print my name, address and telephone number?
____	____	2. Am I able to print my birthdate, parents' name, and address (if it is different from mine)?
____	____	3. Do I have my Social Security Card?
____	____	4. Have I obtained my birth certificate?
____	____	5. Have I visited my school counselor for help in job choice?
____	____	6. Do I know how to fill out a job application?
____	____	7. Have I explored all places where jobs are available?
____	____	8. Have I prepared for my job interview?
____	____	9. Am I dressed properly for an interview?
____	____	10. Can I answer and ask questions?
____	____	11. Do I know about work permit forms - where to obtain them - how to complete them?
____	____	12. Do I have my health certificate in order to obtain my work permit?

AFTER I GET THE JOB!

____	____	1. Do I arrive on time to work each day?
____	____	2. Do I wear proper work clothes?
____	____	3. Do I try to get along with others on the job?
____	____	4. Do I know the rules at work?
____	____	5. Do I give the job my best effort?

SECTION H - PERSONAL NOTES

. Record of interviews

. People you have contacted

. Telephone numbers to remember

. Other reminders

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